

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Wednesday, June 15, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	.....	Chair
	Ron Christianson	.....	Member
	Denis Anderson	.....	Member

Others present: Public Works Director Sean Christensen, Finance Director Steve Okins, and Janell Sommers, Administrative Assistant.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:47 p.m.

#### Item No. 2      Public Comment

There were no comments from the public.

#### Item No. 3      Identify Review Process – City Administrator (Motion)

Council Member Ahmann presented a tentative timeline developed by City Attorney Robert Scott for the City Administrator's six-month performance review for consideration by the Committee. The Committee discussed the schedule and process suggesting changes. Council Member Ahmann recommended that the next (one-year) evaluation include a review by the Department Heads.

The recommended format for the evaluation was reviewed with a request by Council Member Christianson that a numbering system be coordinated into the format using numbers 1 through 4 with the ability to do one half. It was suggested that the Council consider setting goals for the City Administrator as a result of the review process. It was the recommendation of the Committee to revise the timeline as noted during discussion and approve the evaluation form as presented with the inclusion of a number system for compilation. Council Member Anderson moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

#### Item No. 4      Public Works Director Vacation Adjustment (Motion)

The Committee reviewed correspondence from City Administrator Larry Kruse in response to the previous meeting where he was asked to research what other cities have for policies regarding post-hiring adjustments to vacation accruals. City Administrator Kruse reported that he was not able to specifically identify a policy related to this matter as it is a somewhat rare occurrence. He stated that since presenting his original recommendation to the Committee he and Public Works Director Sean Christensen have revisited the request and make the following revised recommendation: *Effective on Mr. Christensen's two-year anniversary recognize his prior 13-years' experience for purposes of vacation accruals setting his annual accrual rate at 15 days and on each of the next two anniversary dates grant an additional accrual rate of five days of vacation subject to a positive review.*

The Committee discussed the recommendation and the uniqueness of the situation. Public Works Director Christensen stated it was his intention to present his request during negotiations, but in lieu of the contract events, that did not take place. Council Member Anderson moved to approve the recommendation of staff. Council Member Christianson seconded the motion, which carried.

A motion was made, seconded and passed to adjourn. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant